Approved For

ease 2002/05/07 : CIA-RDP92-00455

0300090004-0

DD/A 78-1378/29 3 1 OCT 1978

MEMORANDUM FOR:

Director of Communications Director of Data Processing

Director of Finance Director of Logistics

Director of Medical Services

Director of Personnel Director of Security Director of Training

FROM

John F. Blake

Deputy Director for Administration

SUBJECT

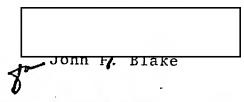
FY-79 Uniform Promotion System

REFERENCE

Memo frm DD/A to DDA Office Directors

(No. 1378/26), dtd 17 Oct 78, Same Subj.

- 1. This memorandum rescinds referent memorandum.
- 2. The DDCI has approved the Directorate minimum promotion target for FY-79. The totals by grade were the subject of DDA Administrative Notice No. 78-12. Additionally, each Sub-group should publish its individual minimum plan as soon as possible as reflected in Phase I of the FY-79 Annual Personnel Plan (APP).
- 3. The Uniform Promotion System requires that a centralized mechanism be established to track promotions within the DDA as we proceed through FY-79. To that end it is requested that effective immediately your Admin/Personnel Staffs provide the DDA/CMO with an alpha listing of promotions to be effected on each uniform promotion date. The alpha listing must reach the CMO at least concurrent with, but hopefully before the promotion action reaches the Office of Personnel. While the DDA is not in a position to review promotion recommendations from a substantive standpoint, he is responsible to assure that all policies involved with the Uniform Promotion System are followed. The Career Management Officer for the DDA will verify information on the alpha listing and forward a signed copy to the Office of Personnel as authority to proceed with the requested promotions.



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MEMORANDUM FOR:

Director of Communications Director of Data Processing

Director of Finance Director of Logistics

Director of Medical Services

Director of Personnel Director of Security Director of Training

MG Career Management Officer

FROM : Michael J. Malanick

Associate Deputy Director for Administration

SUBJECT Uniform Promotion System

REFERENCE Memo frm D/Pers to DD/A, DD/NFA, DD/O,

DD/S&T, & Chmn, E Car Ser Bd, dtd

16 Oct 78, Same Subj.

- 1. Reference announced the policy whereby the effective date of a promotion may be delayed up to 90 days to take advantage of an upcoming within-grade increase. When such a situation occurs, it will be Directorate policy to consult with the affected employee who will have the option for either promotion on the uniform date or delay of the promotion pending the within grade increase.
- We feel the employee should be involved in the decision due to the amount of time potentially involved. are likely to be employees who feel that the additional time-ingrade and actually getting the promotion in hand may offset the value of waiting for a within grade increase. STATINTL

Michael J. Malanick